

PMP Supervisors

PMP supervisor: A supervisor of an employee covered under the PMP. A PMP supervisor can also be a PMP employee, PMP reviewer, HR advisor, or agency director.

Online PMP Menu Options

Online PMP menu options are assigned to you based on your PMP role. All PMP supervisors have access to the **SUBORDINATES** menu, which contains the following functions:

- **Add/Remove Subordinates**—This function allows PMP supervisors to select their roster of subordinates by adding subordinates who report to them and by releasing subordinates who no longer report to them. When you select this option, your subordinate list displays. Subordinates are added and released one at a time:
 - To add a subordinate within your own agency, click **Add Subordinate**. The **Add Subordinate/Search for a Subordinate** screen displays. Search for a subordinate by typing in all or part of the first name or last name. To view all subordinates within a specific agency, select the agency name from the drop-down box.
 - To remove a subordinate, click the radio button next to the name of the subordinate you wish to remove, and then click **Remove Subordinate**. After you remove the subordinate, your updated list of subordinates displays.
 - You cannot add a subordinate that has already been selected by another supervisor. If your subordinate is currently selected by someone else, contact that supervisor and ask him or her to release the subordinate. If the supervisor has separated from District government but did not release subordinates in Online PMP, contact your agency's HR advisor. Your HR advisor will work with DCOP to release employees from a departing supervisor's subordinate list.
- **Select/Release Reviewer**—This function enables PMP supervisors to select or release a PMP reviewer. The PMP reviewer must be at a higher level in the organization than the supervisor. The PMP reviewer is commonly referred to as the employee's "second-level supervisor." *It's very important to select the correct PMP reviewer.* The correct PMP reviewer must be selected for the evaluation approval process to work.
- **Performance Plan**—PMP supervisors select this menu option to create, revise, or print performance plans for their subordinates and to access their subordinates' draft performance plans.
- **Performance Evaluation Form**—PMP supervisors select this menu option to create, revise, or print subordinates' mid-year and annual evaluations and to access their subordinates' self-evaluations.
- **Submission Status**—PMP supervisors select this menu option to view submission of their subordinates' performance plans and performance evaluations for the current fiscal year. (If you are creating an FY03 performance evaluation for your subordinate, it does not show up in the FY04 submission status chart.)

If a PMP supervisor is also a PMP employee, the **PERSONAL DRAFTS** menu displays. This menu includes the following:

- **Performance Plan**—This menu option enables a PMP employee to create a draft performance plan that can be shared with his or her supervisor through Online PMP. The PMP supervisor can create an official performance plan from the employee's draft performance plan.
- **Performance Evaluation Form**—This menu option allows a PMP employee to create a self-evaluation and share it with his or her supervisor through Online PMP. The PMP supervisor can create an annual evaluation from the employee's self-evaluation.

All PMP users have access to the **HELP** menu.

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Performance Management
Realizing the District's vision and goals by developing and encouraging individual performance

Plan Performance
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Improve Performance

**D.C. Office of Personnel
Online PMP**

Anthony A. Williams, Mayor
Government of the District of Columbia

PMP Supervisors Main Page

Completing Performance Evaluations for Your Subordinates

To complete a performance evaluation for your subordinates, follow these steps:

1. Login to Online PMP through the HR Applications Gateway at

<http://dcopedm.dcop.dc.gov/gateway/>.

2. Select your PMP reviewer:

The PMP reviewer is commonly referred to as the employee's second-level supervisor. Performance evaluations must be approved by the PMP supervisor *and* the PMP reviewer, so selection of the PMP reviewer is a critical first step in the approval process. If you report directly to an agency director, you do not have to select a PMP reviewer.

- Click **Select/Release Reviewer** under the **SUBORDINATES** menu.
- Click **Select Another Reviewer** to add the name of the PMP reviewer. The **Search for a Reviewer** screen displays. Search by typing in all or part of the reviewer's first or last name. To search by agency, select the agency name from the drop-down box. Indicate the correct reviewer by clicking the radio button to the left of the reviewer's name, and then click **Select Reviewer**.
- Click **Release** (*reviewer name*) as your reviewer to release the current reviewer and replace him or her with a new PMP reviewer. You do not have to release the previous reviewer before selecting a new reviewer.

3. Create your subordinate's performance evaluation:

On the **SUBORDINATES** menu on the left side of the screen, click **Performance Evaluation Form**. Select the subordinate employee being evaluated and click **OK**. Options presented to you depend on the documents that currently exist in Online PMP for the specific subordinate employee:

- To create an annual performance evaluation based on your employee's self-evaluation,
 - (1) Click **Access Employee's Self-Evaluation** and select the corresponding rating period from the drop-down box.
 - (2) Click **Go To Performance Evaluation**.
 - (3) In the toolbar above the employee's self-evaluation, click **Create New Annual Performance Evaluation from Self-Evaluation**.
- To create an annual performance evaluation based on your employee's current performance plan,
 - (1) Click **Create New Annual Performance Evaluation from Current Performance Plan** and select the corresponding rating period from the drop-down box.
 - (2) Click **Go To Performance Evaluation**.
- To create an annual performance evaluation from your employee's mid-year performance evaluation,
 - (1) Click **Create New Annual Performance Evaluation from Mid-Year Performance Evaluation** and select the corresponding rating period from the drop-down box.

(2) Click **Go to Performance Evaluation**.

- To create a mid-year performance evaluation from your employee's current performance plan,

(1) Click **Create New Mid-Year Performance Evaluation from Current Performance Plan** and select the corresponding rating period from the drop-down box.

(2) Click **Go To Performance Evaluation**.

- If your subordinate has not had a performance plan in place for at least 90 days before the end of the rating period, you will not be able to conduct a performance evaluation. The system gives you the option to click **Go To Performance Plan** to create a new performance plan for the employee for the coming fiscal year. The employee cannot be rated for the current rating period.

4. Complete a performance evaluation:

The performance evaluation is automatically populated with the competencies and goals from the subordinate's current performance plan. If a mid-year or self-evaluation was created, those comments and ratings are also populated. Complete the performance evaluation form as follows:

- **Rate Competencies:** Rate all 15 competencies for supervisors and managers. Rate the first 10 competencies for non-supervisory employees. Each competency must include a numeric rating and narrative comments. Comments should be thoughtful and descriptive, and can include specific examples. Online PMP calculates the total competency rating.
- **Evaluate SMART Goals:** Include a numeric rating and narrative comments for each goal. Again, comments should be thoughtful and descriptive, and can include specific examples. Online PMP calculates the total SMART goal rating.
- Online PMP generates the overall performance rating from the competency and SMART goal ratings.

5. Send the performance evaluation to the reviewer:

After you have completed your subordinate's performance evaluation, click **APPROVE** on the Online PMP toolbar.

- If you have completed your subordinate's performance evaluation and it is ready for the reviewer's approval, click **OK** at the text box prompt. Online PMP notifies your reviewer by email that your subordinate's performance evaluation is ready for review.
- If you need to continue working on your subordinate's performance evaluation and you are not ready to notify the reviewer, click **Cancel** at the text box prompt. You can go back to the performance evaluation and continue working on it.

Once you have completed your subordinate's performance evaluation and notified the reviewer, he or she can access the performance evaluation in Online PMP. The reviewer can either approve the performance evaluation or request that the supervisor make changes.

6. Enter the reviewer's changes:

If the reviewer wants to change the performance evaluation, he or she gives the changes to you orally or in writing. *The reviewer cannot make changes to the performance evaluation in Online PMP.*

Upon receipt of the reviewer's requested changes, you login to Online PMP, access the performance evaluation, and enter changes recommended by the reviewer. Repeat steps 4 and 5 (above) until the reviewer approves the performance evaluation.

When the reviewer approves the performance evaluation (rating and comments), he or she clicks **APPROVE**. Online PMP notifies the supervisor by email that the performance evaluation has been approved.

A performance evaluation *does not* register as complete until both the supervisor and reviewer have approved it in Online PMP. Upon final approval of both supervisor and reviewer, the supervisor discusses the evaluation with the subordinate.



7. Upon the reviewer's approval, the supervisor prints the final performance evaluation and obtains the reviewer's signature. The supervisor discusses the performance evaluation with the employee. The final hard copy of the evaluation must include the signatures of the reviewer, supervisor, and employee.
8. After you, the reviewer, and the employee have signed the performance evaluation, submit the signed hard copy to your agency HR advisor for transmission to DCOP. Supervisors and employees should also keep a signed hard copy of the performance evaluation.

Creating Performance Plans for Your Subordinates

To complete a performance plan for a subordinate employee, PMP supervisors should complete the following steps in Online PMP by the Friday after Thanksgiving:

1. Login to Online PMP through the HR Applications Gateway at <http://dcopedm.dcop.dc.gov/gateway/>.
2. On the **SUBORDINATES** menu on the left side of the screen, click **Performance Plan**.
3. Select the subordinate for whom the performance plan is being created, and click **OK**.
 - If your subordinate has created a draft performance plan, there will be an option to **Access Employee Draft Performance Plan**:
 - (1) Click **Access Employee Draft Performance Plan** and select the rating period from the drop-down box. Click **Go To Performance Plan**.
 - (2) In the Online PMP toolbar at the top of the screen, click **Create Official Performance Plan from Employee's Draft**.
 - (3) Review and edit the performance plan as necessary. Make sure to review each competency as it relates to your subordinate's position, and make sure that all required fields are completed for each goal and development objective.
 - (4) At this point, you may be ready to print a hard copy of the performance plan to use to discuss with your subordinate. If so, click **SAVE & PRINT** on the Online PMP toolbar. You can also click **SAVE** or **SAVE & CLOSE** if you need to continue working on the performance plan.

- (5) Discuss the performance plan with your subordinate.
- If your subordinate has *not* created a draft performance plan, click **Create New Performance Plan** and select the corresponding dates for the rating period from the drop-down box.
 - (1) Review the competencies (10 for non-supervisors, all 15 for supervisors).
 - (2) Enter three to five SMART goals with weightings and ratings.
 - (3) Enter three to five development objectives.
 - (4) At this point, you may be ready to print a hard copy of the performance plan to use in discussion with your subordinate. If so, click **SAVE & PRINT** on the Online PMP toolbar. If you need to continue working on the performance plan, click **SAVE** or **SAVE & CLOSE**.
 - (5) Discuss the performance plan with your subordinate.
4. From the discussion, revise the performance plan as needed. Click **APPROVE** to register the performance plan as complete.
 5. After you approve the performance plan, you have options to **Return to Performance Plan**, **Print the Performance Plan**, or **Return to List of Subordinates**.
 - Click **Print the Performance Plan** to print a hard copy of the performance plan that you and your subordinate both sign.
 - To continue working on performance plans for other subordinates, click **Return to List of Subordinates**.
 6. Both you and your subordinate should sign the hard copy of the performance plan. Both subordinate and supervisor should keep a signed hard copy of the performance plan. Performance plans are *not* filed in the employee's OPF.

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PERSONAL DRAFTS

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
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Anthony A. Williams, Mayor

Government of the District of Columbia

 **PRINT**
 **CLOSE**

Government of the District of Columbia Performance Management Program *Performance Plan*

Employee Name:	ELMER EMPLOYEE		
Position Title:	DIRECTOR CONTRACTS	Grade:	11
Agency:	Office on Aging	Responsibility Center:	9100
Employee Type:	Full-Time/Career	Supervisor:	HANNAH SUPERVISOR
Performance Plan Period:	10/1/2003 to 9/30/2004		Date: 6/19/2003

To report inaccuracies in the above personal data, please contact your agency's HR Advisor.

SECTION I: Competencies

*Review the following competencies and discuss how each applies to the individual's job duties and responsibilities. Performance on competencies counts for **40%** of the final performance rating.*

<p>1. Communication—Presents ideas and information both verbally and in writing in a clear, concise manner. Shares the information people need to know to be successful. Informs others on a timely basis. Consistently shows a great deal of understanding, courtesy, tact, empathy, and concern when addressing others.</p>	<p><i>Demonstrates very effective listening, questioning skills.</i></p>
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Performance Plan